

## Matthews, Julie

---

**From:** Fleming, Sheila  
**Sent:** Monday, July 07, 2014 10:11 AM  
**To:** Matthews, Julie  
**Cc:** Bailey, Marcia; Kercheval, Stephanie  
**Subject:** FW: retention period for documents released under FOIA  
**Attachments:** record retention schedule FOIA.docx

Thanks Julie,  
Great info. This is exactly what we needed to know.  
Sheila

Sheila Fleming, PE  
Risk Evaluation Unit Manager  
US EPA Region 10  
1200 Sixth Avenue, Suite 900, M/S OEA-095  
Seattle, WA 98101-3140  
Tel: 206-553-1417  
[fleming.sheila@epa.gov](mailto:fleming.sheila@epa.gov)

---

**From:** Matthews, Julie  
**Sent:** Monday, July 07, 2014 9:38 AM  
**To:** Fleming, Sheila; Kercheval, Stephanie  
**Subject:** RE: retention period for documents released under FOIA

Shelia- there is a separate record retention schedule for FOIA. See attached from the Quick and Dirty schedules on our records page.

The general rule is keep FOIA records for 2 years if everything was released, 6 years after any final decision or after any appeal if anything was denied. So if something was redacted- that is a denial—so you would keep all the records associated with that FOIA request for 6 years after final decision or after appeal was concluded. (including all responsive records, all released records, original unredacted and redacted version letters to requester...)

Additionally many of the records may be subject to a different record retention schedule (eg enforcement records...) so they may need to be kept longer than the FOIA schedule

And many FOIA records are subject to a litigation hold so they would need to continue to be preserved in accordance with any litigation hold.

If you are running out of space for records that need to be maintained on site or in your distributed files, please be sure to let your management know.  
Hope that helps.

Julie M

Juliane Matthews  
Assistant Regional Counsel  
U.S. Environmental Protection Agency- Region 10  
1200 Sixth Avenue, Suite 900, ORC -158

Seattle, WA 98101  
(206) 553-1169  
[matthews.juliane@epa.gov](mailto:matthews.juliane@epa.gov)

---

**From:** Fleming, Sheila  
**Sent:** Monday, July 07, 2014 8:57 AM  
**To:** Kercheval, Stephanie; Matthews, Julie  
**Subject:** retention period for documents released under FOIA

Hi Stephanie and Julie,  
OEA is getting ready to move and we're doing a lot of cleanup. How long do we need to keep documents we released under FOIA? Is it different than our regular records retention policies? What if we released a redacted version -- how long do we need to keep the original unredacted versions?  
Thanks, Sheila

Sheila Fleming, PE  
Risk Evaluation Unit Manager  
US EPA Region 10  
1200 Sixth Avenue, Suite 900, M/S OEA-095  
Seattle, WA 98101-3140  
Tel: 206-553-1417  
[fleming.sheila@epa.gov](mailto:fleming.sheila@epa.gov)